



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: March 31st, 2020

Time: 10am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| <ol style="list-style-type: none">1. Roll Call2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | <ol style="list-style-type: none">4. Review Education and Training5. Ongoing Business – Status of Action Items, Review of Previous Minutes6. New and Other Business7. Next Meeting8. Meeting Adjournment |
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1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Ellen Nikelski	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Tamkee	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sylvia Heredia	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Gillespie	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edythe Grant	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Gaede	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Stinson	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Martin Adamson		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Craig Berezowsky		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Roskams		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business". Any incident specific items and follow up requests are to be listed below)</i> 						
(* See Legend at end for Priority and Status Codes)						
Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
126333			Faulty electrical outlet	Pat		C



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

			<ul style="list-style-type: none"> This incident occurred during the month of March in the classroom of the course taught by Botany employees Instructor asked one of the TAs (a grad student) to assist her with plugging in required equipment. While plugging in this equipment, the TA received a minor electrical shock from one of the outlets. This outlet had a GFCI attachment and should have turned the outlet off when a change in current was detected. However, despite this measure, the TA still received a shock. The TA submitted a CAIRS Zoology LST notified building ops and an electrician came in to look at the outlet. The electrician did not identify any problem with the outlet, but decided to replace it anyway to air on the side of caution. 			

3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g. GI-Rix-17/09/13</i>					
<i>E.g. GI-TEF3-17/09/14</i>					
<i>NOTE: These are the inspection numbers</i>					



3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
(GI- location- date of inspection)					

* GI- General Inspection

4. EDUCATION AND TRAINING					
(General discussion, RMS Courses, external training opportunities etc. For all actionable items please list below)					
Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		-Safety and risk services will be changing the platform for all online safety courses <ul style="list-style-type: none"> • Safety and risk services has contacted LSTs to let them know that all online safety courses will be shifted from Moodle to Canvas catalogue. • Courses will begin being accessed on Canvas on April 15th, 2020 • The Privacy Part 2 course was already offered through Canvas within the last month. No problems with this platform were identified. 			IP
		-Expiration dates for online safety certificates <ul style="list-style-type: none"> • An issue was identified that many individuals are not aware of when their safety certificates expire. Expiration dates are only written on a few certificates. However, online safety courses state that certificates must renewed every five years. Mindy previously communicated this issue with Safety and risk services and received a list of courses that expire after a designated amount of time. Mindy will forward this email to LST members so that further action can be taken to rectify this issue. • The online anti-bullying course that LST members took in 2014 is coming up for renewal. Safety and risk services will not follow up 	Mindy and Katie P.		IP



4. EDUCATION AND TRAINING

		with renewal as this is the job of the department. Katie P. will send out a department-wide email regarding renewing certificates soon.			
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5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		-Lab coat washing update: <ul style="list-style-type: none"> Work on this issue has been put on hold due to Covid-19 pandemic 	Pat		IP
		-Lab inspections update: <ul style="list-style-type: none"> Work on this issue has been put on hold due to Covid-19 pandemic 			IP
		-Fire drill in Biosciences update: <ul style="list-style-type: none"> Work on this issue has been put on hold due to Covid-19 pandemic 			IP
		-SOP for electrical equipment <ul style="list-style-type: none"> Pat is still working on a draft for this SOP and will forward the document along to the rest of the LST members once it is ready 	Pat		IP

6. NEW & OTHER BUSINESS

<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
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Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		-LST meetings during COVID-19 pandemic: <ul style="list-style-type: none"> Meetings will continue remotely during the pandemic, but will likely be shorter due to lack of items to discuss. 			



6. NEW & OTHER BUSINESS					
		<p>-New signage for spill kits</p> <ul style="list-style-type: none"> Because lab spaces have been moved from Wesbrook to Biosciences, new directional signage is needed to identify where spill kits are located in the Biosciences building. Pat will create a draft for this required signage 	Pat		IP
		<p>-Working alone policy in Biosciences building during COVID-19 pandemic</p> <ul style="list-style-type: none"> Currently there should not be anyone in the biosciences building except those who have been deemed an essential service. These services include providing animal care and checking on the status of important equipment. The list of individuals assigned to essential services has been finalized in the Zoology department, but not the Botany department. Katie P. has the list of individuals in the Zoology department as well as a schedule of who is coming in at what times. This system was put into action on March 27th, 2020. Working alone policy dictates that individuals coming into Biosciences must text Katie P. when they arrive and when they leave and if they notice any issues with animals or equipment. There should only be one person on a floor at a time. Currently, the teaching wing is following the above policy pretty well, but it is hit or miss with the research wing. Katie P. will monitor this situation for one week and then follow up with Vanessa. Vanessa will then send out either a department-wide or pointed email to essential service staff regarding this issue. Katie will send the list of essential service staff to Pat 	Katie P.		IP
		-Working alone policy in aquatics facility			



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Pat and Eric are currently working the aquatics facility Two labs have been approved for exceptions from the working alone policy in the aquatics facility: Mank lab and Schluter lab Social distancing practices are being observed, but individuals are not working alone 			
		<p>-Proper ergonomics when working from home</p> <ul style="list-style-type: none"> Pat received a link for UBC Ergonomics from safety and risk services which he will pass along to everyone in the LST The point of contact for UBC Ergonomics is Abigail if there are any questions UBC ergonomics also offers free online courses. Sylvia will add a link to UBC ergonomics to the safety site so that this resource can be accessed by the community 	Pat and Sylvia		IP
		<p>Update from Safety and risk services</p> <ul style="list-style-type: none"> Link to UBC ergonomics for individuals working from home Opportunity to access a Covid-19 assessment app Switching online platforms for safety courses from Moodle to Canvas catalogue The day of mourning for workers who died on the job or due to a job-related disease will be on April 28th 			

7. NEXT MEETING	
Date:	May 2020
Time:	10:00
Location:	Unknown



8. MEETING ADJOURNED

Time:	10:17
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Send a copy of the meeting minutes report to the JOHSC. **Highlight important items** that must be reviewed/discussed at next JOHSC meeting.

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- All LST members
- Appropriate JOHSC
- Risk Management Services safety.programs@riskmanagement.ubc.ca